

ORS Look Out

Year 2000



154 Days

July 30, 1999

Volume 3, Issue 1

ORS Mission:

We deliver pensions, related benefits and services to promote the future financial security of our customers.

ORS Vision:

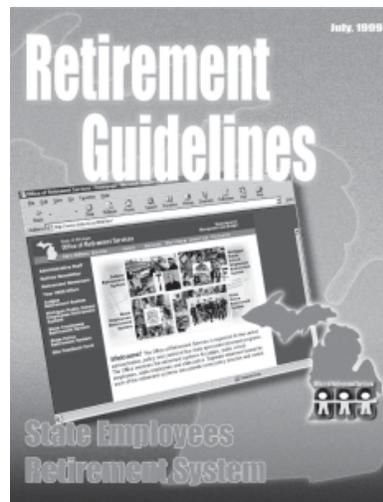
Fast, easy access to complete and accurate information and exceptional service.

State Employees have new Guidelines book

State workers can now go to a single printed source – the *State Employees Retirement Guidelines* – to find out more about their retirement plan.

In development for some time, the new *Guidelines* combines the information from the *State Employees Information Booklet* (sometimes referred to as the “blue book”) and the *Estimate Workbook* with other current information into a comprehensive information source for those state

employees covered under the Defined Benefit retirement plan.



Linda Mahlow, project lead on the new *Guidelines*, comments, “State employees have never had this much information in one location before, and those employees who reviewed the draft versions of the *Guidelines* thought it was great.

“We modeled the *State Employees Retirement Guidelines* after the Public

See *New Guidelines* on page 4

ORS Calendar

July

ORS Picnic ----- 30th

August

Judges Board Meeting --- 10th

DMB 50th Anniversary

Celebration ----- 11th

State Employees Board

Meeting ----- 12th

Public School Employees

Board Meeting ----- 20th

Pension Paydate ----- 25th

September

All Staff Meeting ----- 30th

Help celebrate 50 years of DMB

On August 11th the Department of Management and Budget (DMB) is hosting a department-wide anniversary celebration to recognize the changes and successes we’ve had in the past 50 years since the beginning of DMB.

The celebration is being held in the Secondary Complex in front of the Materials Management Facility (the old Liquor Control Warehouse) on Conner Drive – past the Secretary of State Building (turn north at the corner of Billwood Highway and Conner Drive).

Each of the agencies within DMB plans to have a booth to share information about who and what they are about. ORS is also participating and will have some interesting things happening to take you back in time!

Invitations for each staff member were distributed earlier this week. Each ORS employee is asked to limit their time at the celebration to two hours, so work with your supervisor to schedule a good time for you to enjoy the food and festivities. Hope you can make it!



 SPOTlight

Mary Dilworth Retires

Today, July 30th, is the last official work day for Mary Dilworth, one of our mainstays in the Detroit Outreach Office. She's spent her entire State career working with various aspects of retirement.

The Detroit Public Schools' retirement office was Mary's first home. In 1980, Public Act 300 combined the Detroit Public School Retirement System and the Michigan Public School Employees Retirement System into a single retirement system.

Mary was there for the transition and since then, for over 22 years, Mary has personally welcomed customers coming to the office, handled customers's questions on the phone, and generally helped Barb Pawel and an occasional third staff person keep the office running smoothly.



Mary's knowledge and capabilities far exceeded the requirements in her job description. Being in a small office, Mary often encountered customers expecting immediate answers to their questions, no matter what the issue. Even if Barb was

handling another customer, or out of the office for a meeting, they wanted service – so Mary learned the answers to all the typical questions, and many of the non-routine ones, too.

"I enjoyed talking with the customers," Mary shared, "and that's probably what I will miss the most about my job, other than the great people I worked with."

What are her plans now she's retired? For the most part, she's just going to relax and enjoy her free time. She has a couple of close friends who retired in the past year, and now she has the flexibility to do more things with them, or whatever she feels like doing at the time. She might even head to Florida sometime this winter to visit one of her cousins.

Mary, thanks for all your dedicated efforts over the years. You *will* be missed!!

Mailings go to customers

MIP Window Enrollment packets were recently sent to almost 3,400 Public School members who are eligible for the new 1999 Member Investment Plan (MIP) Window. With this information, these Basic Plan participants can decide if they want to sign up for the MIP and receive the benefits associated with that plan. Enrollment applications must be received by November 26, 1999 or the member forfeits the opportunity to switch to MIP.

Reporting Instruction Manuals are in the mail to the payroll personnel and busi-

ness officials at the schools and organizations handling the reporting of public school employees' hours and wage information. If you need an updated copy, make sure to add your name to the list found in the network drive at: \\FSRetirementShared\General\RIMUpdate.doc.

Correction: In the last issue of the LookOut, we neglected to mention Joyce Buchanan's valuable contributions as a member of the team revising the Reporting Instruction Manual. Thanks, Joyce, for all your efforts!



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The ORS-ASD golf challenge is on!

The annual ORS-ASD golf outing will be held Tuesday, August 31st, according to

Duffers League coordinator,

Fred Covert.

“This year it will be held at the Grand Ledge Country Club with a 1:00 p.m. shotgun start.

Following past tradition,

anyone from ORS or ASD, including family and friends, is invited to participate in the four-person scramble. Cost for the outing will be under \$40



per person and will include 18 holes of golf, an electric cart, and a dinner of steak and all the trimmings, plus burgers and dogs for seconds or for non-steak eaters.”

The top three teams will win medallions, but there are also prizes for special hole activities, and door prizes as well. The maximum number of participants is 72, and sign-up is on a first-come, first paid basis! Put together your own foursome, or check out the sign-up file on the share drive to join with others who need an extra partner or two to complete a foursome.

If you’re not a golfer but still want to join in the festivities and camaraderie, Fred is looking for some world class grill chefs and a few beverage cart drivers and dispensers. Send Fred an e-mail to volunteer.

League update: The ORS Duffers golf league is halfway through its 14-week schedule with **Ken Wright** and **Lisa Reed** leading the pack, and five of the remaining eight teams *very* close behind! Competition is stiff, and it will be interesting to see who comes out in the lead!

New look for Retirement Application forms

Thanks to the efforts of **Robert Glennon**, public school employees will soon enjoy a more coordinated look with the forms in their Retirement Application packet. Robert updated the forms and informational sheets in the packet to be consistent with our other recently revised ORS forms.

These new forms use a modified version of the ORS letterhead on the top, and include our current phone numbers, mailing address, and web site address. Pending public school retirees will no longer be confused as to where they should send their completed application packets, or what phone number to call for help. Two ORS-wide forms will be

used in place of two of the forms formerly in the packet. The Income Tax Information form (R54C), which authorizes withholding for Federal Income Tax, was replaced with the Pension Recipient’s Federal Income Tax Withholding Authorization form (R12X), and the Election of Pension Delivery Method form (R297C), used by pending retirees to sign up for Electronic Funds Transfer, was replaced with the Electronic Funds Transfer (Direct Deposit) Application form (R277X). The new forms are being printed and will show up in the new application packets very soon.

Forms in the State Employees Retirement Application packet

are also being updated.

These form revisions are part of the Communications Unit’s on-going efforts to update our ORS forms for a consistent look and feel, and better manage our inventory of forms by eliminating duplication and consolidating similar forms when appropriate.

Thought for the Day

All of us are born for a reason, but all of us don’t discover why. Success in life has nothing to do with what you gain in life or accomplish for yourself. It’s what you do for others.

– Danny Thomas

Comings & Goings in ORS

Welcome, **Ann Beach!** Ann is sharing her time between Finance and Administration and Operations as their new secretary. Ann has been with the State for 22 years, and comes to ORS from Consumer and Industry Services where she worked in the Mental Health Section of the Bureau of Health Systems.



Ann Beach



Jennifer Duffey

Jennifer Duffey is a new Student Assistant in Finance and Administration. She is helping staff in the Records Unit, Microfilm, and the Mailroom. Jennifer is a senior at Michigan State University working on a degree in psychology.

Van Becker has come to ORS on loan from the Finance Section of Property Services. She is working with Darlene Workman on some special projects in Finance and Administration.



Van Becker

Tunishia Dankenbring recently assumed new responsibilities in the Insurance and Payroll Section of Operations. Tunishia, a Student Assistant, has been with ORS for the past four years working in the Records Unit of Administration.

New Guidelines

Continued from page 1

School *Guidelines*, which has been such a valuable informational tool for school employees over the years. We also included the latest information on the new 75% pension options available January 1, 2000, and the variable interest rate table in effect October 1, 1999, for employees who want to purchase additional service credit."

Many people helped on this project: Linda Mahlow coordinated content, with help from **Tom Braun, Michele Childs, Lila Christiansen, Chuck Simpson, Tim Simpson**, and several other staff members who reviewed specific topics for accuracy. **Jennifer Schulert** worked on the index entries while

Rosemary Baker handled the layout and design and did the final editing. **Robert Glennon** designed the cover, following the format he created for the Public School *Guidelines* cover.

Thanks to all those who had a part in making the *State Employees Retirement Guidelines* a reality! A copy is being distributed to all ORS staff with this issue of the *LookOut*. Extras are in the forms stockroom on 3A.

Thoughts of sun and sea may help solve this Scramble!

When your friendly Scramble Editor sees a beach scene such as the one in this issue's poster, he remembers the time he joined the French Foreign Legion to forget an old girl friend and was posted in the Sahara Desert. Unfortunately, her name was Sandy. Here's hoping you have better luck unscrambling this brain teaser. Then put the words of wisdom to work on a daily basis.

The unscramble version of the poster will be displayed next week.



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